

MAIL PROCESSING TECHNICIAN

DEFINITION:

To process large volumes of county mail delivered to the public and outside agencies; to operate mail inserting, sorting, metering, and other related machines; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class is found only in the Auditor and Controller's Office. Under general supervision, positions in this class utilize mail machines to process large volumes of U.S. mail originating from county departments that is sent to the public and/or outside agencies.

This class differs from general clerical classes assigned to performing mail duties in that the Mail Processing Technicians spend the majority of time operating mail processing machines that insert, sort, and meter a large volume of U.S. Mail. It further differs from the Mail Carrier class series in that the latter is responsible for collecting, sorting, and delivering county departmental mail and U.S. Mail.

EXAMPLES OF DUTIES:

Receives mail documents, determines the type of mail delivery, and prioritizes workload according to the volume and urgency of the mailing; sets up, prepares, and adjusts mail machines according to the type of document materials and envelope size to be mailed; operates inserting, sorting, folding, metering, and other related mail processing machines; performs minor repairs to machines as necessary; sorts, bundles, and labels mail according to zip codes, carrier routes, and zip code suffixes; answers inquiries from departments on mail assignment status and the handling of mail jobs; maintains the security of blank warrants issued by the Auditor and Controller; maintains records and files on statistical data; maintains inventory of envelopes, ink, and other office and mail machine supplies and equipment; runs errands to post office; keeps the mail room in a clean and orderly manner; loads trucks with boxes of county mail and moves boxes or equipment; and assigns work and trains Student Workers or other temporary staff.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Operation of Pitney-Bowes, Bell and Howell or other brand mail processing machines consisting of folder, inserter, sorter, and other mail equipment.
- General office procedure and practice related to mail center services.
- U.S. Postal Service mailing rules, regulations, and rates.
- Methods for planning and scheduling workload.

Skills and Abilities to:

- Set up and adjust mail processing machine to insert and fold a variety of mail size, type, and volume.
- Operate, maintain, and perform minor repairs to mail processing machines, such as Pitney-Bowes or Bell and Howell inserting machines and other folding and metering machines in an effective and safe manner.
- Weigh, meter, bundle, and sort U.S. mail by zip codes and carrier routes.

- Establish and maintain effective working relationships with representatives from County departments and outside agencies.
- Communicate effectively in oral form.
- Maintain records, files, and inventory of the mailroom's supplies and equipment.

EDUCATION/EXPERIENCE:

Education, training, and/or experience which clearly demonstrates the knowledge, skills and abilities stated above. An example of qualifying education/experience is: at least three (3) months of full-time mail service center work experience in the inserting and sorting of a large volume of mail. Previous experience in operating Pitney-Bowes, Bell and Howell, and other applicable mail inserting machines is highly desirable.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California Class C driver's license, which must be maintained throughout employment, is required at time of appointment.

Working Conditions:

Exposure to a mail office consisting of noisy machinery operating continuously.

Physical Requirements:

Incumbents in this class must be able to lift boxes up to 50 pounds and may assist in pushing heavy-wheeled mail cages in excess of 100 pounds. Incumbents must stand for long periods of time monitoring mail machine operations.